DA Navigation

Online Manual - http://www.uscg.mil/hq/psc/ps/index.htm
Training Aids and Tutorials - http://www.uscg.mil/hq/psc/pd.asp
Customer Care Phone number: 785-339-2200
Customer Care Web Form (e-mail): http://www.uscg.mil/hq/psc/ccb/
More Quick Reference Guides - http://www.uscg.mil/hq/psc/quickrefguides.asp

Member Functions

Addresses (Home and Mailing)
Home > Self-Service > Employee > Tasks > HOME AND MAILING ADDRESS

Allotments
Home > Self-Service > Employee > Tasks > ALLOTMENTS

Career Intensions
Home > Self-Service > Employee > Tasks > CAREER INTENSIONS

Contact Info
Home > Self-Service > Employee > Tasks > EMAIL ADDRESS

Direct Deposit
Home > Self-Service > Employee > Tasks > DIRECT DEPOSIT

E-Interview (Endorsement Process)
Home > Self Service > Employee > View > VIEW MY WORK LIST

Email Addresses
Home > Self-Service > Employee > Tasks > EMAIL ADDRESSES

Emergency Contacts
Home > Self-Service > Employee > Tasks > EMERGENCY CONTACT

Employee Reviews (member views their own evaluations)
Home > Self-Service > Employee > View > MY EMPLOYEE REVIEWS

Employee Review Summary (just like a 3306, member views self)
Home > Self-Service > Employee > View > EMPLOYEE REVIEW SUMMARY

E-Resume (Creating)
Home > Self-Service > Employee > Task s> CREATE E-RESUME

E-Resume (Reviewing)
Home > Self-Service > Employee > Tasks > REVIEW MY RESUME

E-Resume (Viewing Command Endorsements)
Home > Self-Service > Employee > View > MEMBER INFORMATION

Languages
Home > Self-Service > Employee > Tasks > LANGUAGES

LES (Paycheck)
Self Service > Employee > View > VIEW PAYCHECK

Member Information
Home > Self-Service > Employee > View > MEMBER INFORMATION

Memberships
Home > Self-Service > Employee > Tasks > MEMBERSHIPS

Member Training Rating
Home > Self-Service > Employee > View > MEMBER TRAINING RATING

Orders
Home > Self-Service > Employee > Tasks > ORDERS   OR
Home > Self-Service > Employee > View > MY CGHRMS ORDERS

Password Change
Home > People Tools >Maintain Security > Use > MY PROFILE

Personal Information
Home > Self-Service > Employee > View > PERSONAL INFORMATION

Phone Numbers
Home > Self-Service > Employee > Tasks > PHONE NUMBER

Profile (CGHRMS Security)
Home > People Tools > Maintain Security > Use > MY PROFILE

Reserve (Annual Screening Questionnaire)
Home > Self-Service > Employee > Tasks > ANNUAL SCREENING QUESTIONNAIRE

Reserve (Reserve Orders)
Home > Self-Service > Employee > Tasks > RESERVE ORDERS

Reserve (Self Service Reserve Orders)
Home > Self-Service > Employee > Tasks > SELF SERVICE RESERVE ORDERS

Reserve (All Duty)
Home > Self-Service > Employee > Tasks > ALL DUTY

Reserve (Schedule Drills)
Home > Self-Service > Employee > Tasks> SCHEDULE DRILLS

Tax Information (Federal)
Home > Self-Service > Employee > Tasks > W-4 TAX INFORMATION

Tax Information (State)
Home > Self-Service > Employee > Tasks > STATE TAX INFORMATION

SWE PDE
Home > Self-Service > Employee > View > SWE PDE

SWE Profile Letter
Home > Self-Service > Employee > View > SWE PROFILE LETTER

Test Results
Home > Self-Service > Employee > View > TEST RESULTS

Thrift Savings Plan
Home > Self-Service > Employee > Tasks > THRIFT SAVINGS PLAN

W-4 Tax Information
Home > Self-Service > Employee > Tasks > W-4 TAX INFORMATION

Warrant PDE
Home > Self-Service > Employee > View > WARRANT PDE

Basic users can view the following information about themselves:

Address History
Career History
Competencies
Contact Info
Dependent/Benef Info
Education
E-Resume
Promotion History
Security Clearance
Training History

Navigate to:
Home>Self Service>Employee> View>Member Information

DA Navigation
Command User Functions

Airport Terminal
Home > Develop Workforce > Plan Career s> Inquire > ARRIVALS AND DEPARTURES

Awards (Viewing)
Home > Develop Workforce > Manage Competencies (GBL) > Use > HONORS AND AWARDS

Business Expenses
Home > Administer Workforce > Administer Workforce (GBL) > Report > BUSINESS EXPENSES

Career Intentions Worksheet (Approval)
Home > Self Service > Employee > View > VIEW MY WORKLIST

Competencies Individual (Qual Codes, Viewing)
Home > Develop Workforce > Manage Competencies (GBL) > Use > COMPETENCIES

Command Information
Home > Self Service > Self Service for Commands > Use > COMMAND INFORMATION

Credit Card Data
Home > Administer Workforce > Administer Workforce (GBL) > Report > CREDIT CARD DATA

Department Run (runs roster on all members and date of last evaluation)
Home > Self Service > Self Service for Commands > Use > COMMAND INFORMATION

Employee Review (create marks)
Home > Develop Workforce > Plan Careers > Use > EMPLOYEE REVIEW

Employee Review (print counseling worksheet)
Home > Develop Workforce > Plan Careers > Report > MEMBER COUNSELING REPORT

Employee Review Summary (viewed by command)
Home > Develop Workforce > Plan Careers > Inquire > EMPLOYEE REVIEW SUMMARY

Employee Review (Counseling)
Home > Develop Workforce > Plan Careers > Report > MEMBER COUNSELING REPORT

PDIF
Home > Develop Workforce > Manage Competancies (GBL) > Report > PDIF

Positions at Department
Home > Self Service > Self Service for Commands > Use > POSITIONS AT DEPARTMENT

Promotion Dates
Home > Develop Workforce > Plan Careers > Use > CG MEMBER INFO

Queries
Home > PeopleTools > Query > Search > QUERY LIST

Reports
Home > PeopleTools > Report Manger > Inquire > REPORT LIST

Reserve (Approving Drills)
Home > Self-Service > Manager > Tasks > SCHEDULE DRILLS

Reserve (Schedule Drills)
Home > Self Service > Manager > Tasks > SCHEDULE MULTIPLE DRILLS or SCHEDULE DRILLS

Separation Requests
Home > Self Service > Self Service for Commands > Use > SEPARATION REQUESTS

Separation Summary
Home > Develop Workforce > Career Management > Inquire > SEPARATION SUMMARY

Sep Requests by Status
Home > Develop Workforce > Career Management > Inquire > SEP REQUESTS BY STATUS

Test Results
Home > Develop Workforce > Manage Competencies (GBL) > Use > TEST RESULTS

Training History
Home > Develop Workforce > Manage Competencies (GBL) > Use > TRAINING

Travel Charge Card
Home > Administer Workforce > Administer Workforce (GBL) > Report > TRAVEL CHARGE CARD

Unit Roster (via email)
Home > Administer Workforce > Administer Workforce > Report > UNIT ROSTER

User Role Report
Home > PeopleTools > Query Manager > Use > QUERY MANAGER

Generate CG4170A
Home > Administer Workforce > Administer Workforce > Report > GENERATE CG-4170

Command users can view the following information about personnel in their command:

Address History
Competencies
Contact Info
Dependent/Benef Info
Education
E-Resume (comments not viewable)
Promotion History
Security Clearance
Training
Unit History

Navigate to:
Home>Develop Workforce>Plan Careers>Use>CG Member Info

SPO Functions

*Absence due to Alcohol/Drugs
Home > Administer Workforce > Monitor Absence (GBL) > Use > GENERAL ABSENCE

*Advancement, Reduction, Change in Rating or Designator
Develop Workforce > Career Management > Use > ADV/PROMOTE ONE MEMBER

Airport Terminal
Home > Develop Workforce > Plan Careers > Inquire > ARRIVALS AND DEPARTURES

Allotments
Home > Compensate Employees > Maintain Payroll Data (US) > Use > ALLOTMENTS

*Appointed Commissioned Officer from Enlisted/Warrant Officer Status
Develop Workforce > Career Management > Use > ADV/PROMOTE ONE MEMBER

*Appointment Terminated
N/A Discharge – Accession Req.

*Appointed Warrant Officer from enlisted Status
Develop Workforce > Career Management > Use > ADV/PROMOTE ONE MEMBER

ASVAB Scores
Home > Develop Workforce > Manage Competencies (GBL) > Use > TEST RESULTS

Awards
Home > Develop Workforce > Manage Competencies (GBL) > Use > HONORS AND AWARDS

*BAH
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

BAS
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

*Bonus (Start/Stop/Change SRB, EB, SEP and Incentive Bonus)
Compensate Employees > Maintain Entitlements > Use > BONUS MAINTENANCE

Career Sea Pay
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

*Change of Rating
Home > Develop Workforce > Career Management > Use > ADV/PROMOTE ONE MEMBER

Change Repayment Schedule for Liquidation/Advance Payment; Collection of Indebtedness; Credit Canceled Check
Compensate Employees > Maintain Entitlements > Use > ADVANCE LIQUIDATION

COLA
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

Combat Tax Exclusion
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

Combat Tax Exclusion for a unit
Home > Compensate Employees > Maintain Entitlements > Use > MANAGE MULTIPLE ENTITLEMENTS

Completed School
Home > Develop Workforce > Manage Competencies (GBL) > Use > TRAINING

*Confinement (Member Placed in)
Home > Administer Workforce > Monitor Absence (GBL) > Use > GENERAL ABSENCE

*Confinement (Returned from)
Home > Administer Workforce > Monitor Absence (GBL) > Use > GENERAL ABSENCE

*Deserter (Declared a)
Home > Administer Workforce > Monitor Absence (GBL) > Use > GENERAL ABSENCE

*Died
Home > Administer Workforce > Administer Workforce (GBL) > Use > DEATH OF MEMBER

Direct Deposit
Home > Compensate Employees > Maintain Payroll Data (US) > Use > DIRECT DEPOSIT

Disciplinary Actions
Home > Administer Workforce > Manage Labor Relations (GBL) > Use > DISCIPLINARY ACTION

*Employee Review (evaluations)
Home > Develop Workforce > Plan Careers > Use > EMPLOYEE REVIEW

Employee Entitlements BAS. Fractional COLA, Supplemental Clothing monetary Allowance
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

*Enlistment Canceled
Home > Administer Workforce > Administer Workforce (GBL) > Use > SEPARATIONS

*Extensions (Acceptance of Agreement to voluntarily Extend Enlistment)
Home > Administer Workforce > Administer Workforce (GBL) > Use > CONTRACT DATA

*Extensions (Acceptance of Agreement to voluntarily Reextend Enlistment)
Home > Administer Workforce > Administer Workforce (GBL) > Use > CONTRACT DATA

*Extensions (Begin Service Under voluntary Extension of Enlistment)
Home > Administer Workforce > Administer Workforce (GBL) > Use > CONTRACT DATA

*Extensions (Begin Service Under voluntary Re-Extension of Enlistment)
Home > Administer Workforce > Administer Workforce (GBL) > Use > CONTRACT DATA

*Extensions (Cancellation of Voluntary Extension/re-extension Enlistment)
Home > Administer Workforce > Administer Workforce (GBL) > Use > CONTRACT DATA

*Extensions (Reextension Information)
Home > Administer Workforce > Administer Workforce (GBL) > Use > CONTRACT DATA

FSA
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

FSA/Hostile Fire Pay/ Combat Tax Exclusion for a unit
Home > Compensate Employees > Maintain Entitlements > Use > MANAGE MULTIPLE ENTITLEMENTS

*=CGHRSUP/SPO Supervisor Approval Required

SPO Functions (continued)

Height and Weight Measurement
Administer Workforce > Administer Workforce (GBL) > Use > PERSONAL DATA

Hostile Fire Pay
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

Imminent Danger (Hostile Fire) Pay
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

Interim Housing Allowance
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

JAG Archive Inquiry
Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > JAG ARCHIVE INQUIRY

JAG Audit Inquiry
Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > JAG AUDIT INQUIRY

Leave
Home > Administer Workforce > Monitor Absence (GBL) > Use > VACATION REQUEST

*Missing (Declared)
Home > Administer Workforce > Monitor Absence (GBL) > Use > GENERAL ABSENCE

*Missing (Returned from)
Home > Administer Workforce > Monitor Absence (GBL) > Use > GENERAL ABSENCE

OHA
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

Pay and Allowances (Start/Stop/Resume)
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

*Promotion (Cancel Promotion/Advancement Date)
Develop Workforce > Career Management > Use > REVERSE ADVANCEMENT/PROMOTION

*Promotion (Delete/change Member from/on Promotion/Eligibility List)
Develop Workforce > Career Management > Use > REVERSE ADVANCEMENT/PROMOTION

*Promotion (Withhold/Cancel Promotion/Advancement)
Develop Workforce > Career Management > Use > REVERSE ADVANCEMENT/PROMOTION

Qualification Codes
Home > Develop Workforce > Manage Competencies (GBL) > Use > COMPETENCIES

Report Physical Exam Findings Waivers
Home > Monitor Workplace > Monitor Health/Safety > User > WAIVERS

Reserve (Approving Drills)
Home > Develop Workforce > Administer Training (GBL) > Use > SCHEDULE DRILLS OR SCHEDULE MULTIPLE DRILLS

Reserve (IDT Drill Pay Points)
Home > Self Service > Employee > Tasks > SCHEDULE DRILLS

Reserve (Pay and Points for Reserve Active Duty Periods of Less than 139 Days)
Home>Develop Workforce > Administer Training (GBL) > Use > SCHEDULE DRILLS

Reserve (Record Reserve MGIB Eligibility Status)
Home > Compensate Employees > Administer Base Benefits > Use > MGIB-SR ELIGIBILITY

Reserve (Report Additional Active Duty Authorized (No Break))
Home > Administer Workforce > Track Global Assignments (GBL) > Use > RESERVE ORDERS

Retained Beyond Normal Expiration of Enlistment
Home > Administer Workforce > Administer Workforce (GBL) > Use > CONTRACT DATA

*Retirement
Home > Administer Workforce > Administer Workforce (GBL) > Use > SEPARATIONS

*Returned UA/Deserter/Resume Pay and Allowances
Home > Administer Workforce > Monitor Absence (GBL) > Use > GENERAL ABSENCE

Separations (Amend Expected Active Duty Termination Date)
Home > Administer Workforce > Administer Workforce (GBL) > Use > CONTRACT DATA

*Separations (Discharge)
Home > Administer Workforce > Administer Workforce (GBL) > Use > SEPARATIONS

SGLI (Elect/Decline)
Home > Compensate Employees > Administer Base Benefits > LIFE AND AD/D BENEFITS

SOI (Statement of Intent)
Home > Administer Workforce > Administer Workforce (GBL) > Use > STATEMENT OF INTENT

Supplemental Clothing Allowance
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

*Suspend Flight Pay/Terminate Aviator Status
Home > Compensate Employees > Maintain Entitlements > Use > EMPLOYEE ENTITLEMENTS

---

*=CGHRSUP/SPO Supervisor Approval Required